Course Waiting List

The "Course Waiting List" provides a quick view for the course session administrator or course owner. Each can see who is session or course waitlisted.

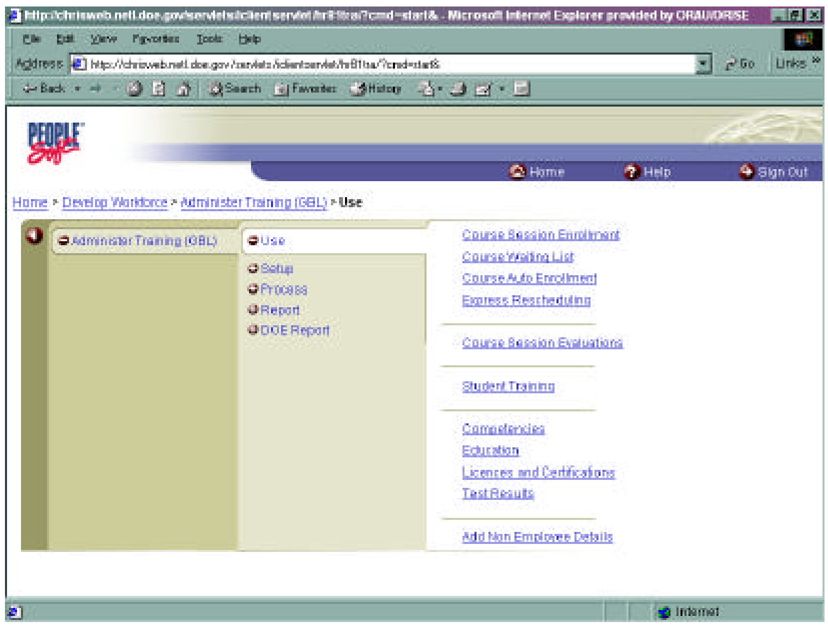
To access the "Course Waiting List" table:

1. At the "Home" screen, click on "Develop Workforce."

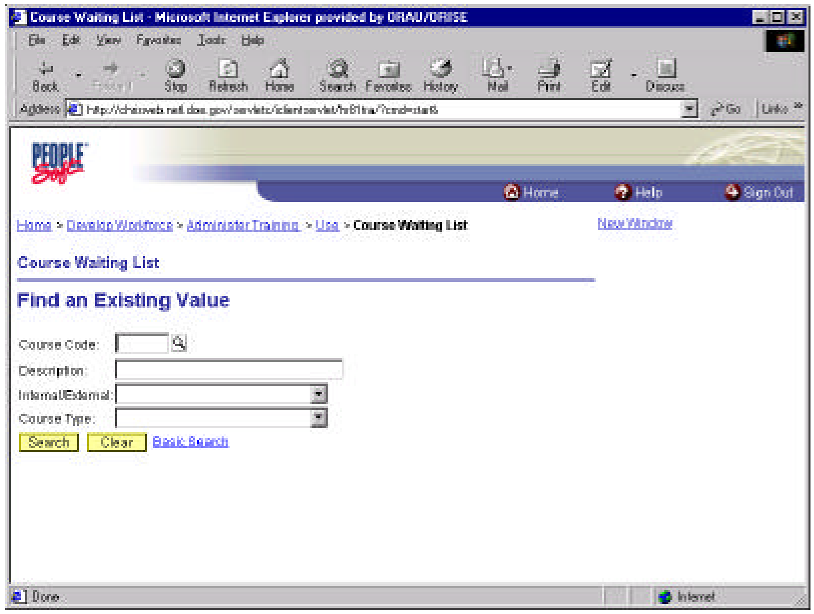
2. Click on "Administer Training (GBL)."

3. Click on "Use."

4. Click on "Course Waiting List."

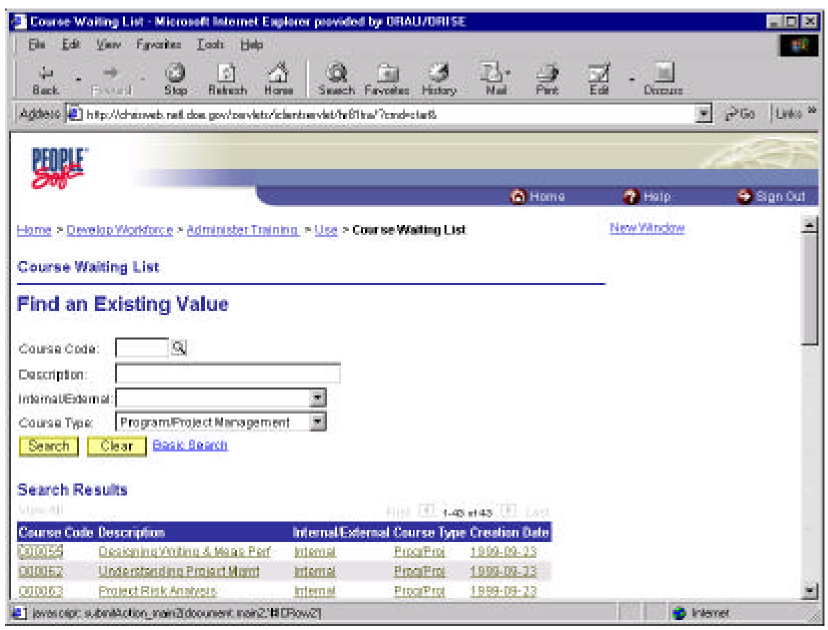


The "Course Waiting List" search screen is displayed.



5. Enter the "Course Code" or "Description" or select a "Course Type" and click on "Search."

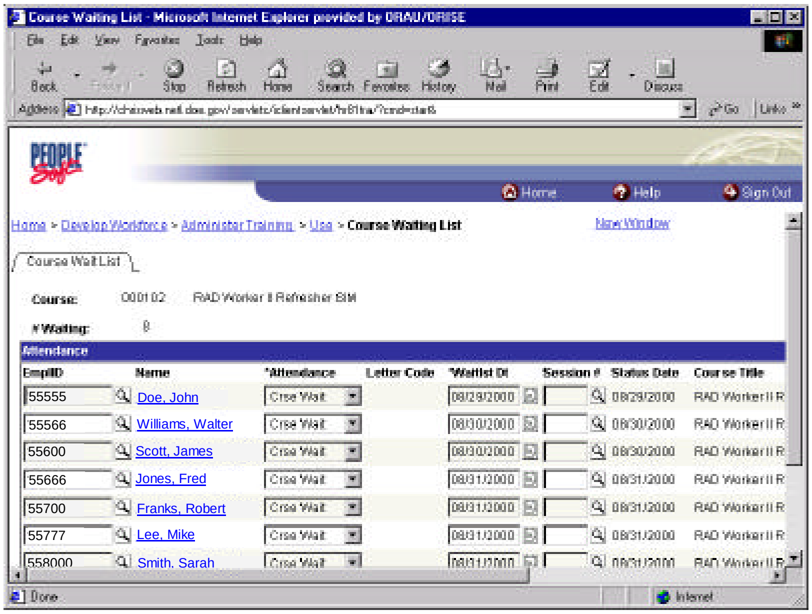
a. If you select a "Course Type" your "Search Results" will display.



b. Click on the desired course code under "Search Results."

The "Course Wait List" for the selected course is displayed. This screen displays those employees who have been previously wait listed for a session of a course. It also displays those employees who have been wait listed for the course but not a particular session.

Based on the information displayed, the course owner can assess how many new sessions should be added.



Course Auto Enrollment

The auto enrollment feature uses the students entered in the system as either waiting for a course or waiting for a specific session. When the time comes to enter these wait listed students in the session, much of the process is automated because the Auto Enrollment feature "holds" all employees wait listed for all sessions of the course. Students can be auto-enrolled into sessions that have already been created and are in "active" status. They are selected by the system based on the date the employee was placed on the waiting list.

Course Auto Enrollment

Use of this feature is at the discretion of the session administrator. Often factors other than the date an individual was placed on the waiting list may have to be considered.

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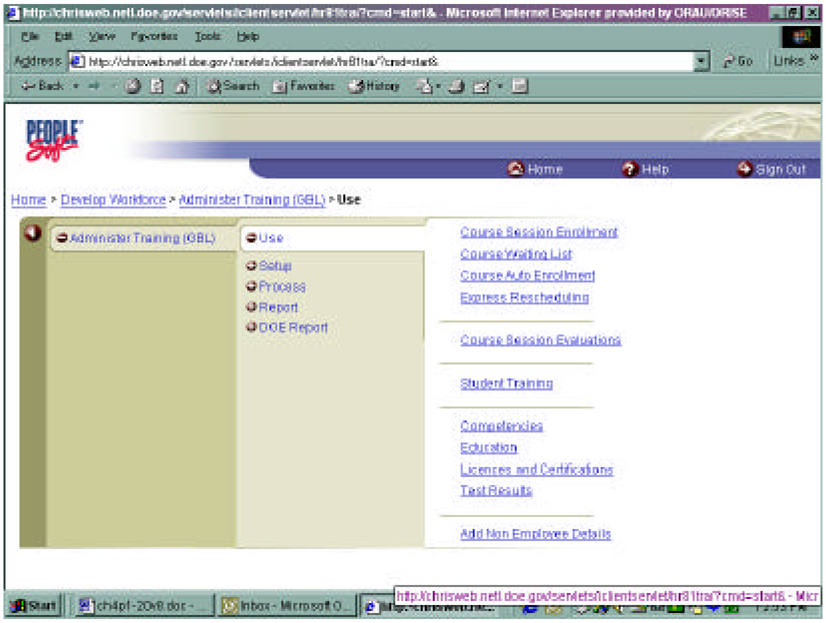
1. At the "Home" screen, click on "Develop Workforce."

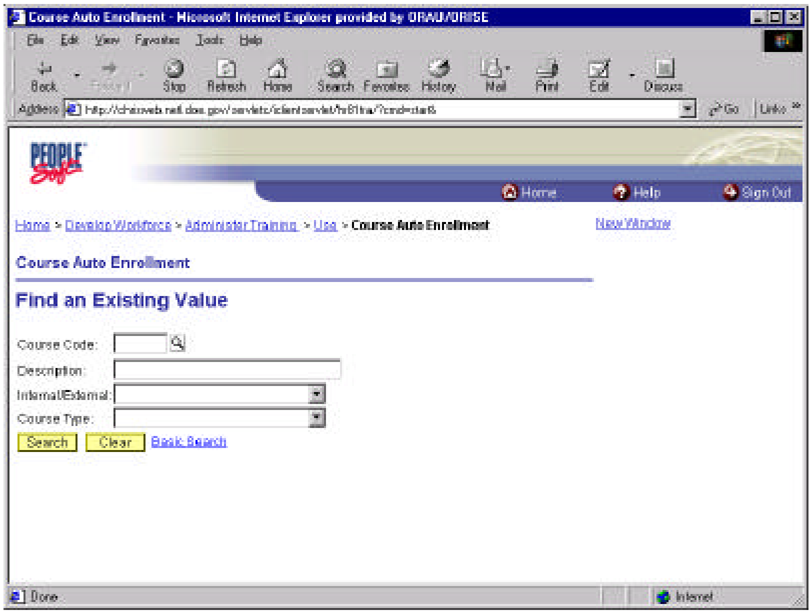
2. Click on "Administer Training (GBL)."

3. Click on "Use."

4. Click on "Course Auto Enrollment."

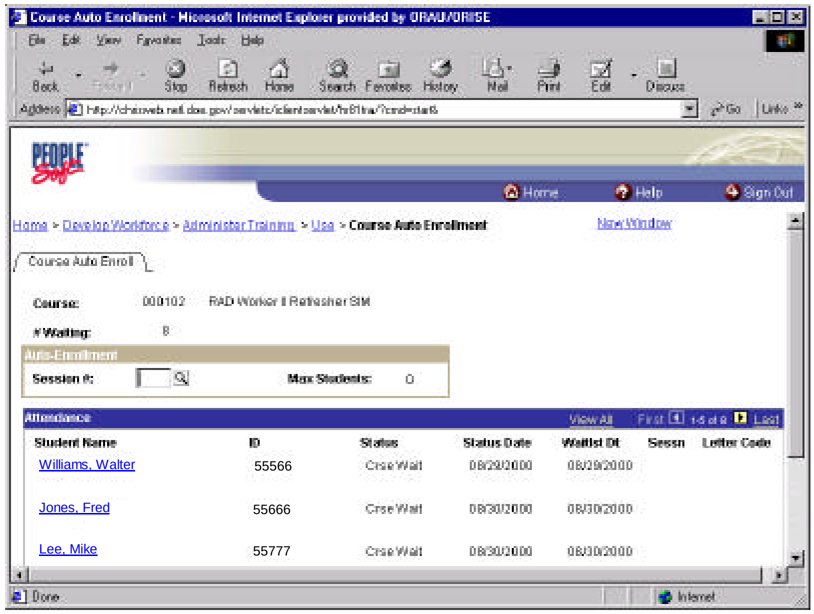


The "Course Auto Enrollment" search screen is displayed.



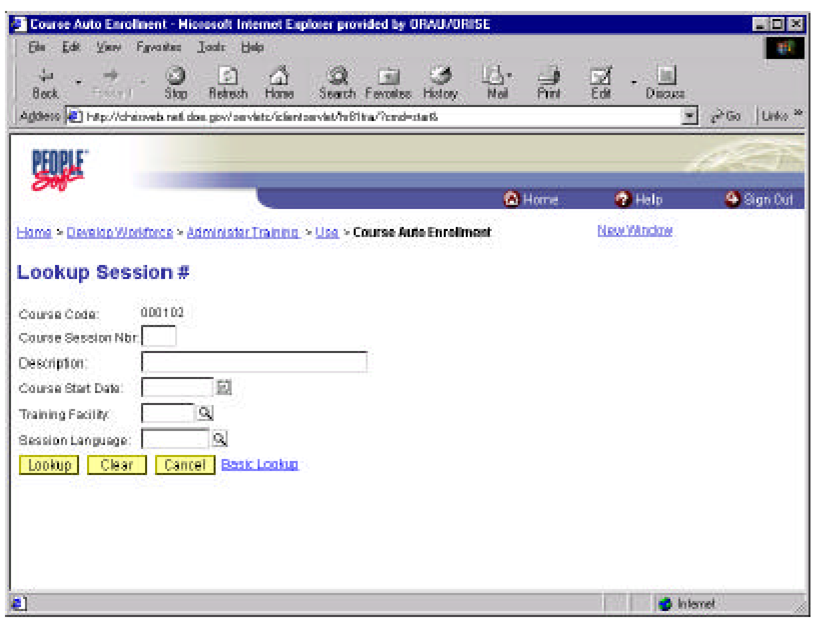
5. Enter the course code in the "Course Code" field and click on the "Search" button.

   The "Course Auto Enroll" screen is displayed. All session and course wait-listed employees are listed.



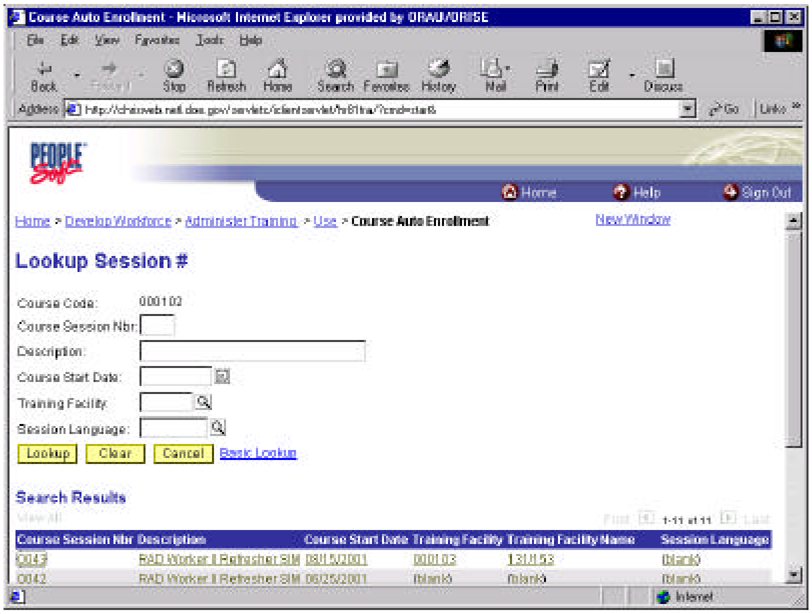
6. If you know your session number, enter it in "Session #" field and press "Enter" or "Save" and skip to step 10, or click on the magnifying glass to the right of the "Session" field.

   The "Lookup Session #" screen is displayed.



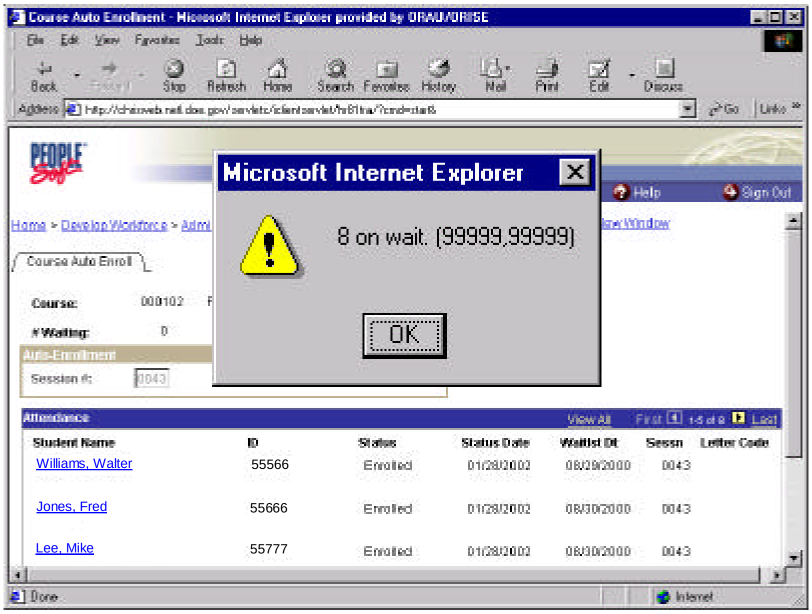
7. Click the "Lookup" button.

   The "Lookup Session #" screen is displayed.



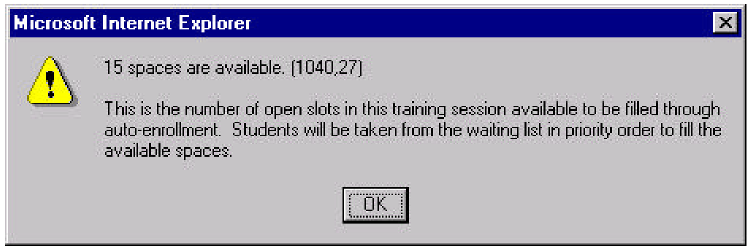
8. Click the session you wish to auto-enroll employees in.

   The "Course Auto-Enroll" screen is displayed for the selected session along with a window indicating how many are on the waiting list.



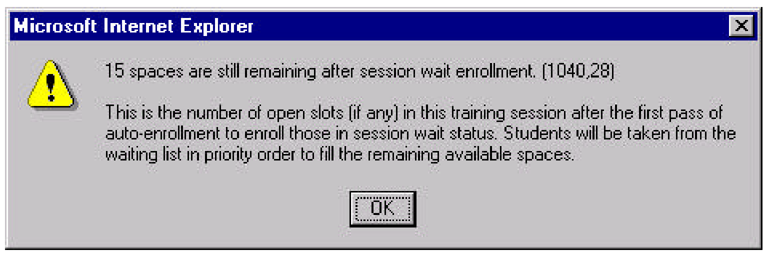
9. Click "OK" in the window indicating "# on wait."

A window is displayed stating the number of spaces available for auto-enrollment.



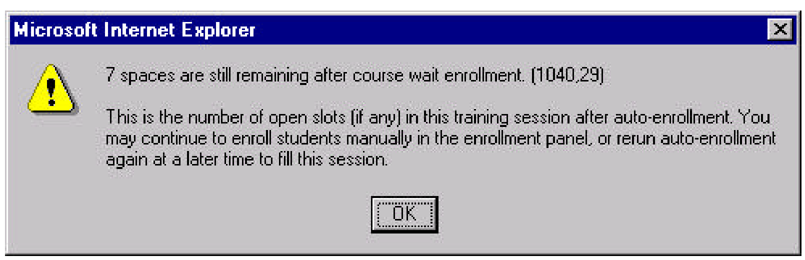
10. Click on "OK" in the window indicating "# of spaces available."

A window is displayed stating the number of spaces remaining after those from the <u>session</u> wait list have been enrolled.



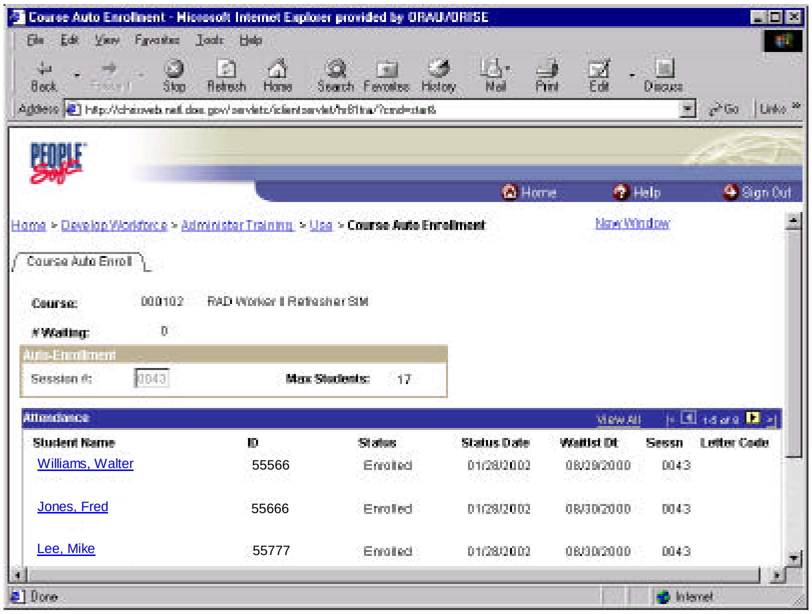
11. Click "OK" in the window indicating "# spaces still remaining after <u>session</u> wait enrollment."

A window is displayed stating the number of spaces remaining after those from the <u>course</u> wait list have been enrolled.



12. Click "OK" in the window indicating "# spaces still remaining after <u>course</u> wait enrollment."

The "Course Auto Enroll" screen is displayed.



The students who were wait listed at first the session level and then the course level will be enrolled in the chosen session.

13. Click on the "Save" button at the lower left of the screen.

Notes: The course session must have a date greater than the current system date.

If the number of available slots for a course session exceeds the number of students wait listed for that particular course session, the students will automatically be enrolled.

If the number of students wait listed exceeds the number of available slots for the course session, the process will fill only the available slots the following order: "Session Wait Listed" by date and then "Course Wait Listed" by date.

Express Rescheduling

The Express Rescheduling feature allows the user to quickly change the session number or the session course status.

Note: Express rescheduling shows all students who are enrolled in active sessions of the particular course, are on a session waiting list, or are on a course waiting list.

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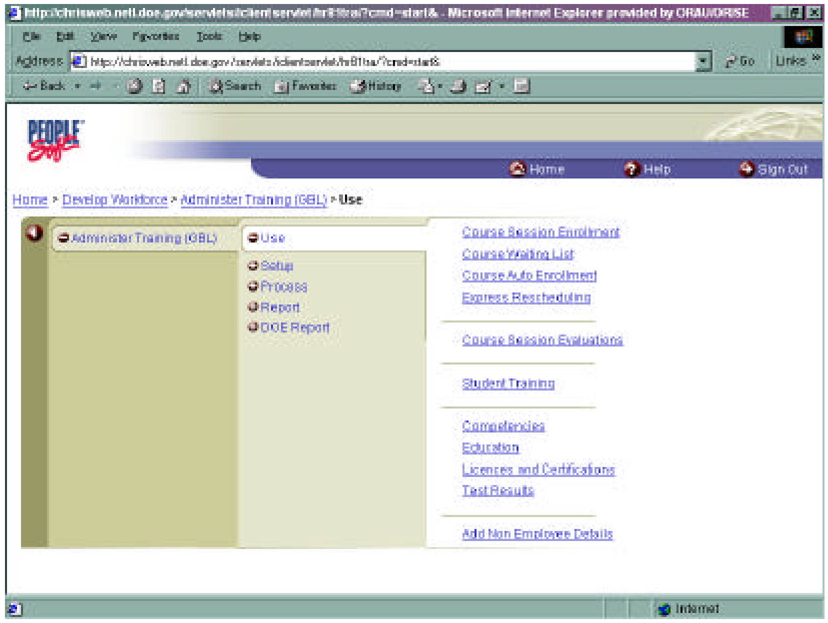
1. At the "Home" screen, click on "Develop Workforce."

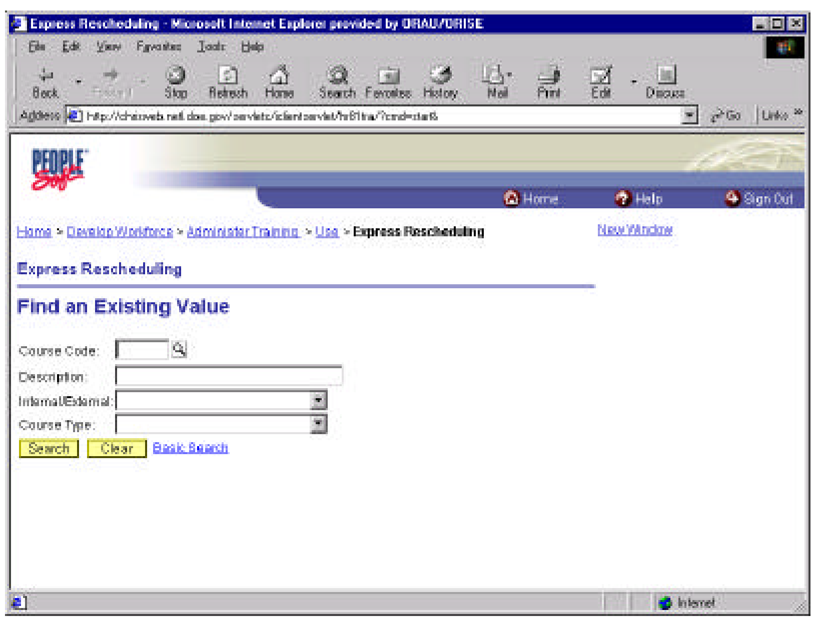
2. Click on "Administer Training (GBL)."

3. Click on "Use."

4. Click on "Express Rescheduling."

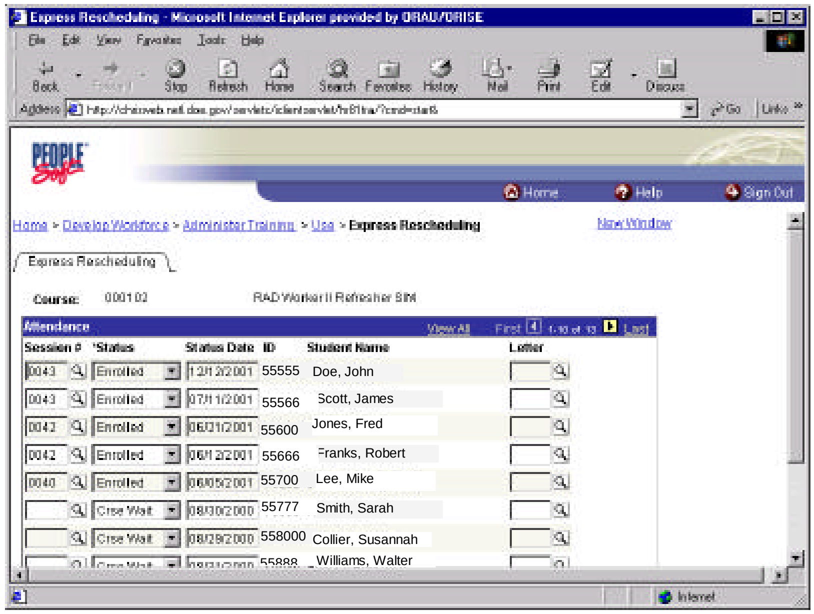


The "Express Rescheduling" search screen is displayed.



5. Enter the course code and click on the "Search" button.

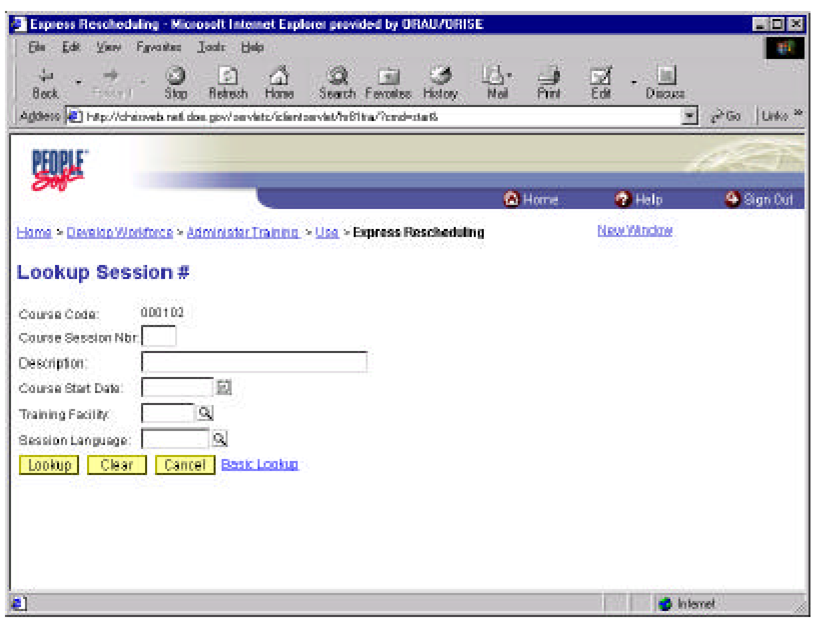
   The "Express Rescheduling" screen is displayed.



   The session number and the session course status are the only fields that should be changed on this screen.

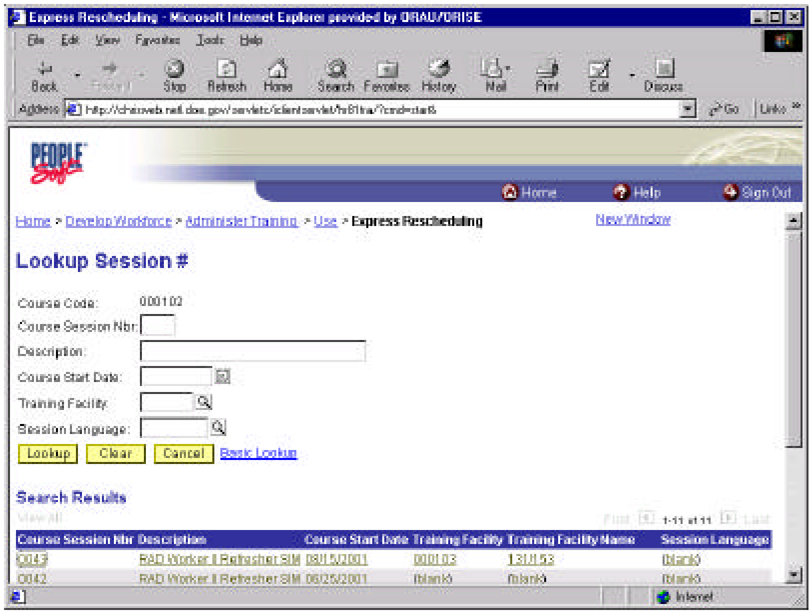
6. Click the session number magnifying glass in the row for the employee whose session you wish to change.

   The "Lookup Session #" screen is displayed.



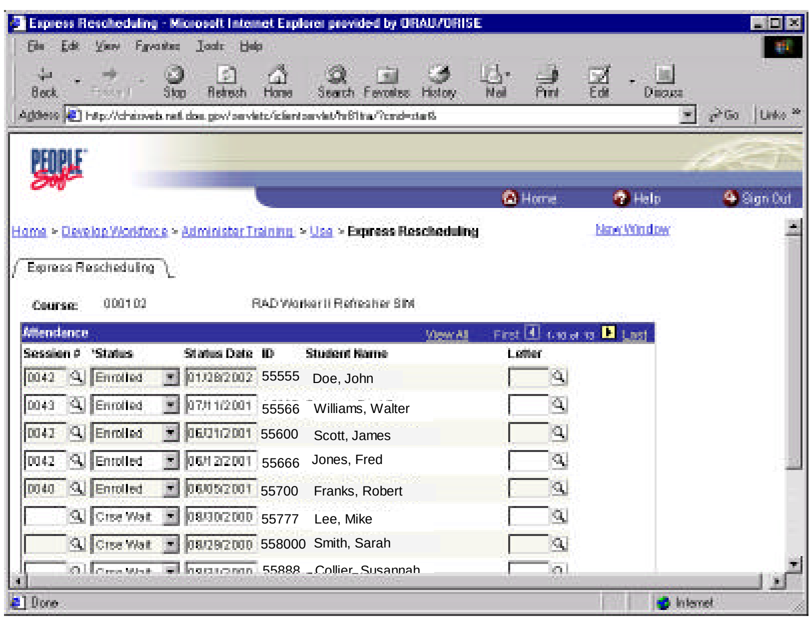
7. Click the "Lookup" button.

   A list of course sessions is displayed.



8. Click on the session you wish to enroll the employee in.

   The session number should have changed to the one you just selected for the employee.



9. Click the "Save" button.

Close Out

BUSINESS RULE

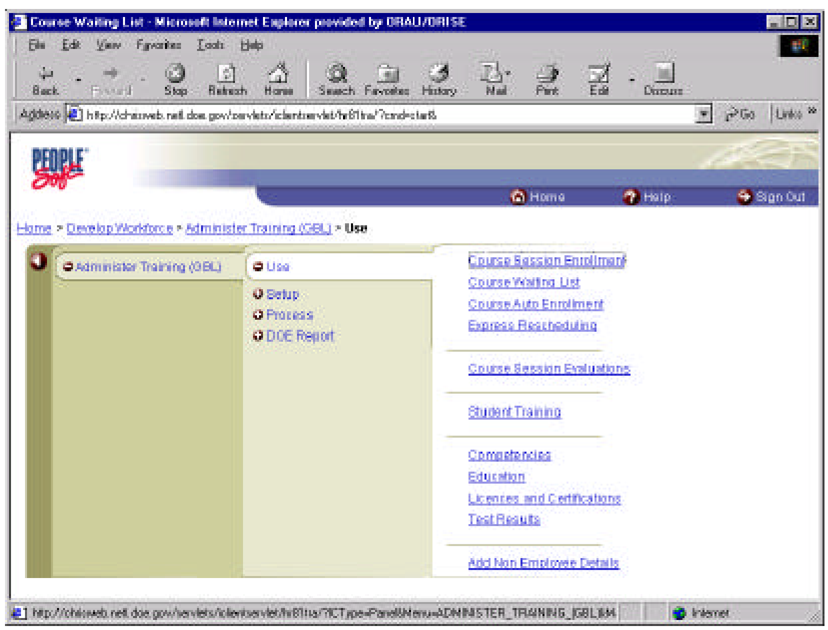
The accuracy of the CHRIS database as a training management tool depends on timely close out of course sessions. It is therefore extremely important to close out course sessions soon after their completion. More importantly, when the course session administrator closes out a session by changing the status to "Complete," the records of all employees with an "Enrolled" status are updated to "Complete."

Close Out

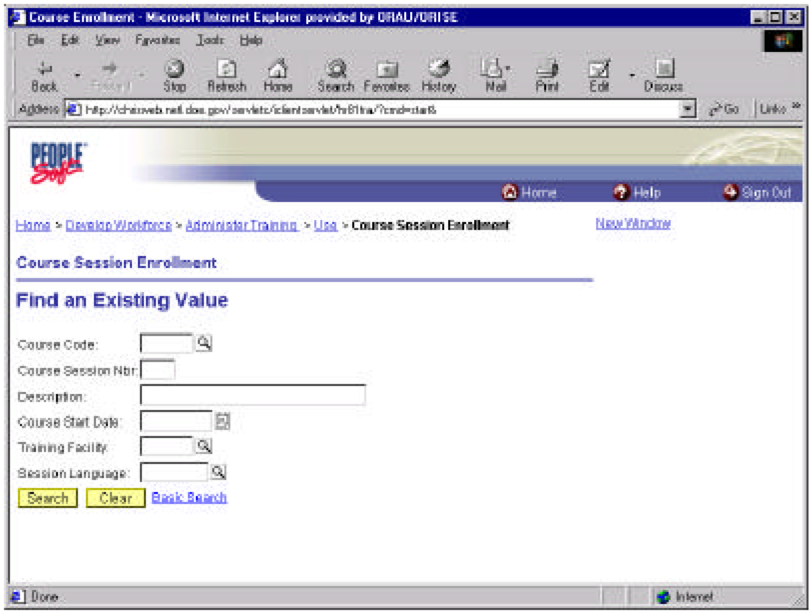
It is critical that the following steps are implemented first when closing a session.

For employees who did not complete the session, change the status in the "Attendance" field.

1. At the "Home" screen, click "Develop Workforce".
2. Click on "Administer Training (GBL)."
3. Click on "Use."
4. Click on "Course Session Enrollment."

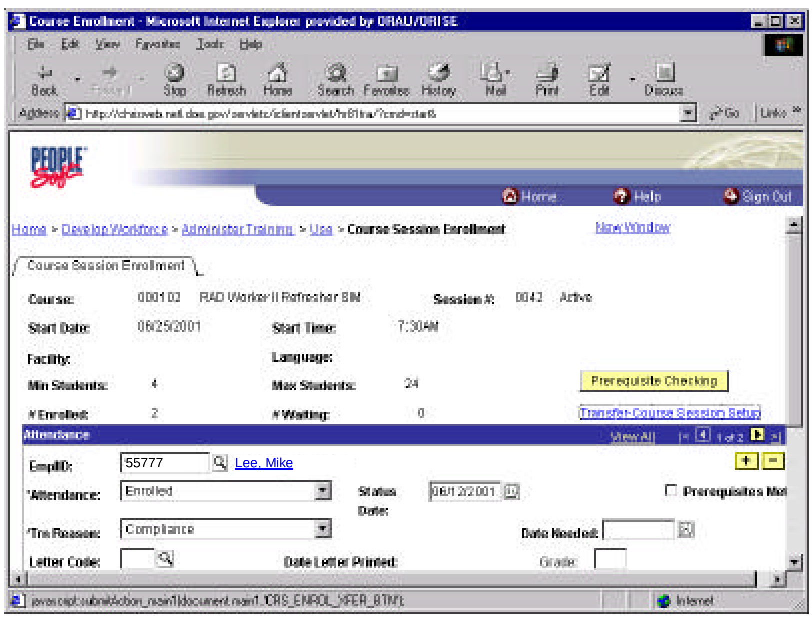


The "Course Session Enrollment" search screen is displayed.



5. Enter the course code, session number and click the "Search" button.

The "Course Session Enrollment" screen is displayed.



The training status for each student can be changed by clicking on the down arrow to the right of the "Attendance" field and selecting an appropriate status for example,

- Incomplete/dropped

- Incomplete/dropped-Payment Required
- No Show
- No Show-Payment Required

Note: CHRIS changes the status to "Completed" automatically during the course close out process. You need only change the status for those individuals who did not attend or complete the training.

6. Click on the "Save" button when the status has been changed for each student as necessary.

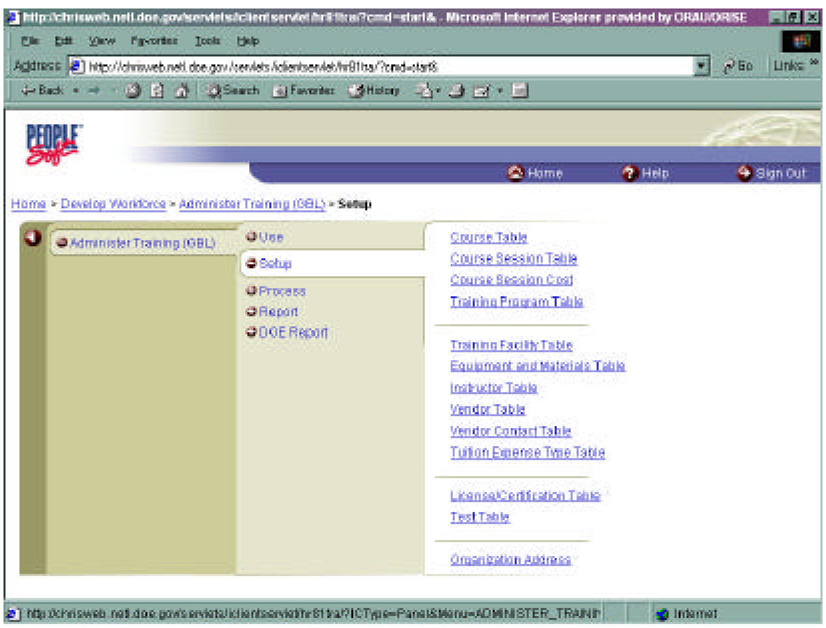
Closing Out the Session

1. At the "Home" screen, click "Develop Workforce."

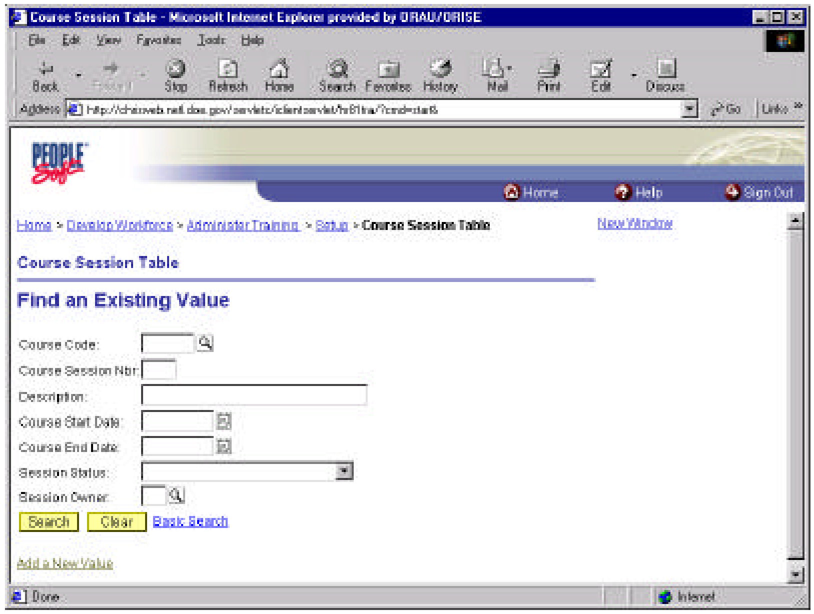
2. Click on "Administer Training (GBL)."

3. Click on "Setup."

4. Click on "Course Session Table."



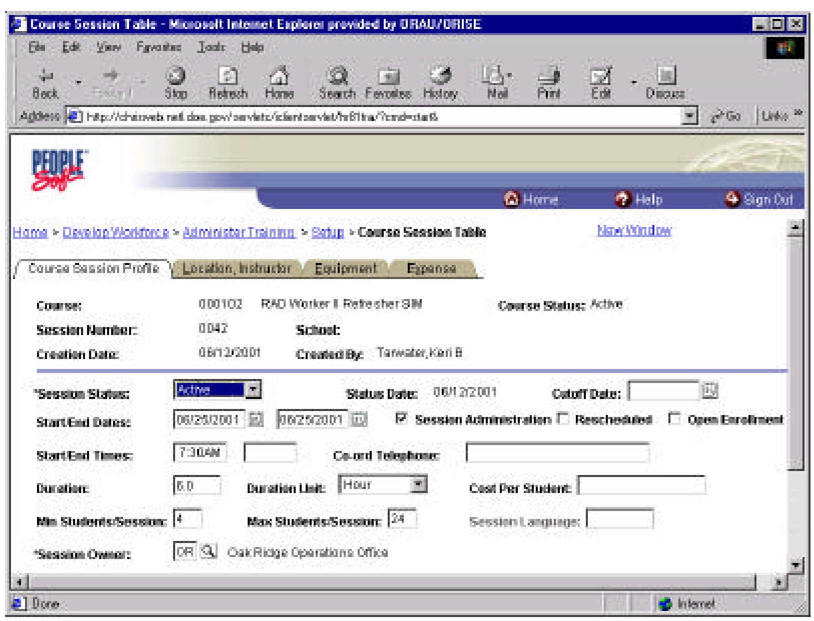
The "Course Session Table" search screen is displayed.



5. Enter the "Course Code" and the "Course Session Nbr" for the course session that needs to be closed out and click the "Search" button.

   If you don't remember the session #, click the "Search" button and select the session from the search results.

   The "Course Session Table" "Course Session Profile" screen is displayed.



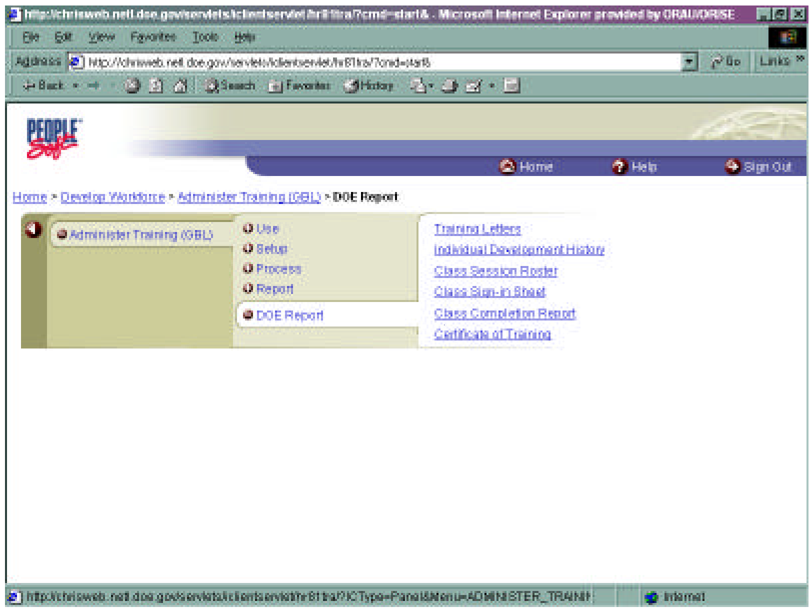
6. Change the "Session Status" field from "Active" to "Complete."

7. Click the "Save" button.

Class Completion Report

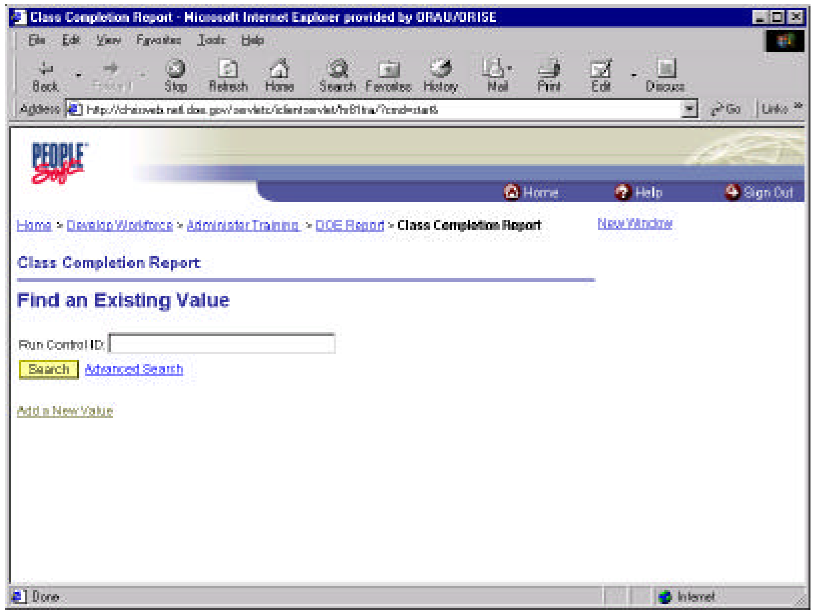
The course session is closed out. To print a "Class Completion Report:"

1. On the "Administer Training" menu screen, click "DOE Report."



2. Click on "Class Completion Report."

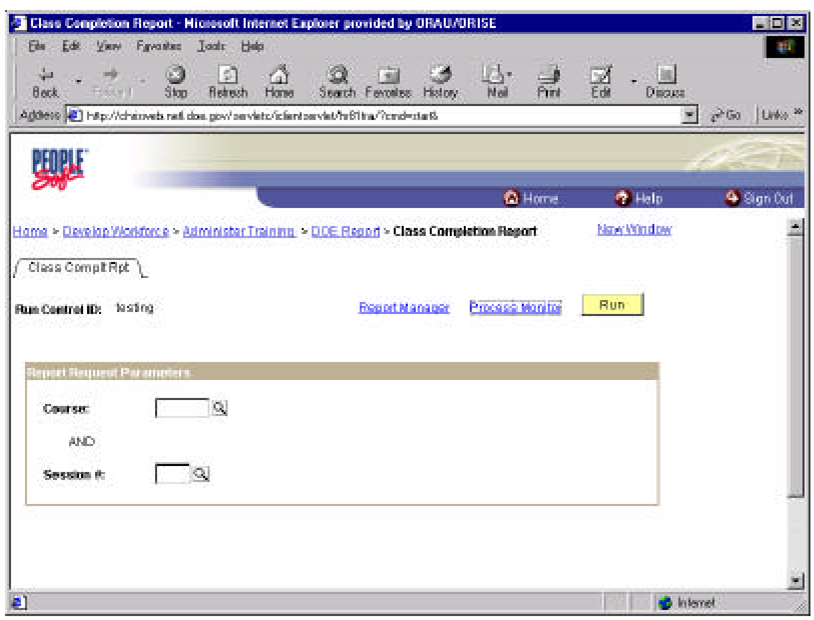
The "Class Completion Report" screen is displayed



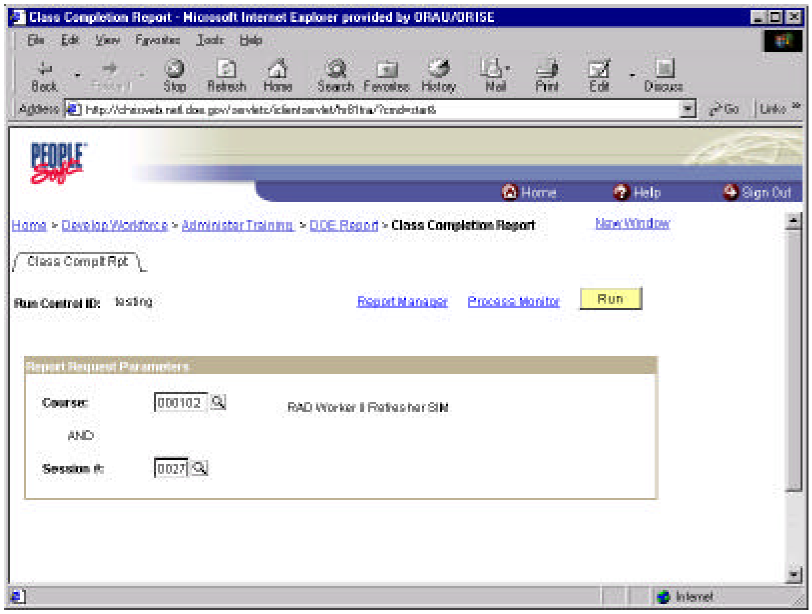
3. Enter your CHRIS user ID in the "Run Control ID" field.

4. Click the "Search" button.

The "Class Complt Rpt" screen is displayed.

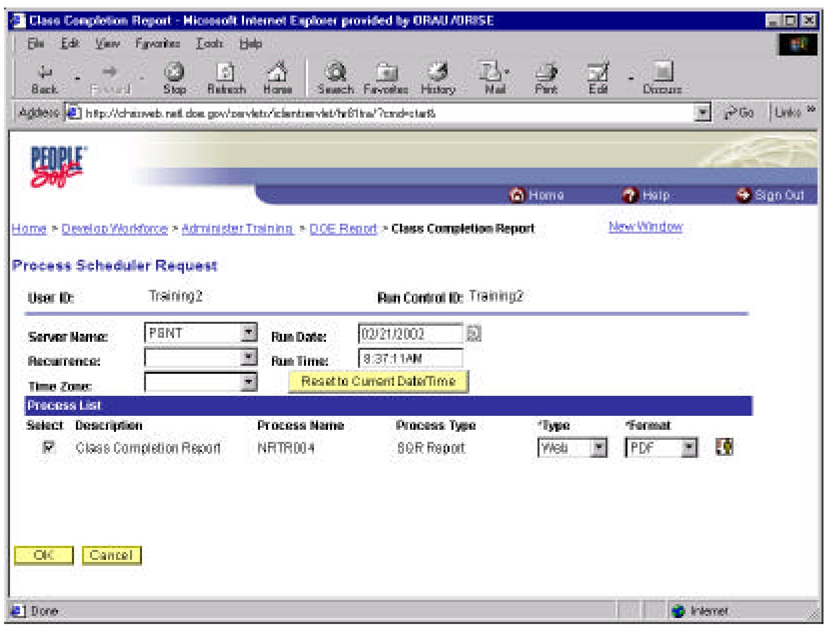


5. Enter the course and session numbers.



6. Click the "Run" button.

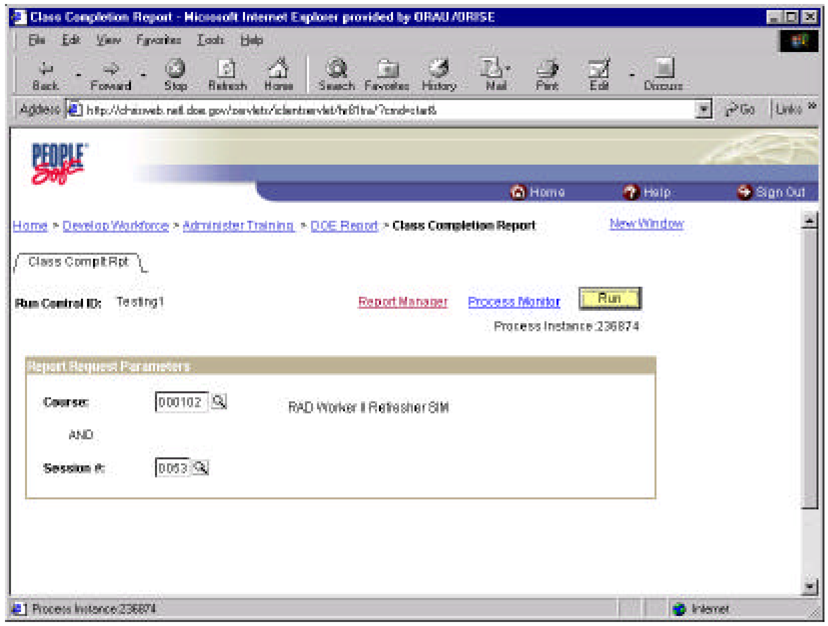
   The "Process Scheduler Request" screen is displayed.



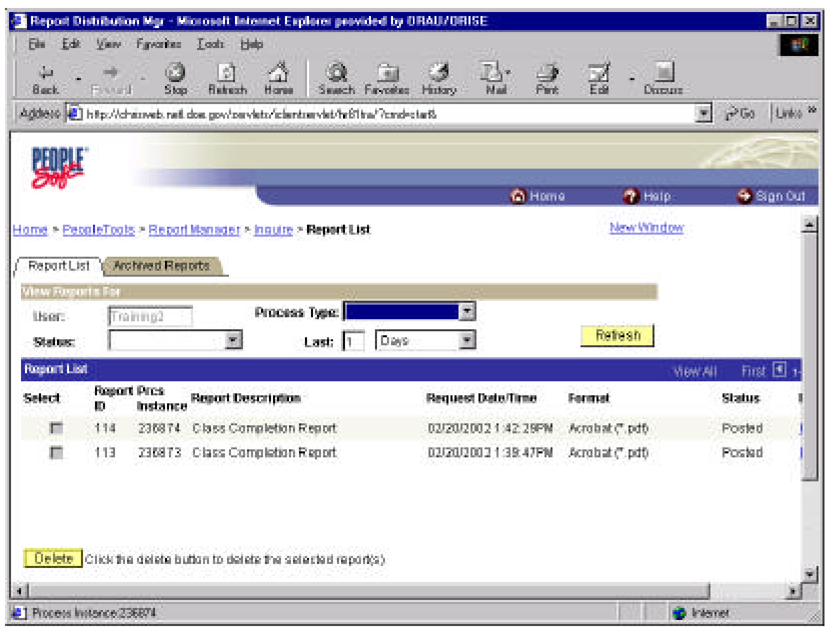
Note: Ensure that "PSNT" is displayed in the "Server Name" field, "Web" is displayed in the "Type" field, and "PDF" is displayed in the "Format" field.

7. Click the "OK" button to generate the report.

The "Class Complt Rpt" screen is displayed.



8. Click "Report Manager" to print the report.

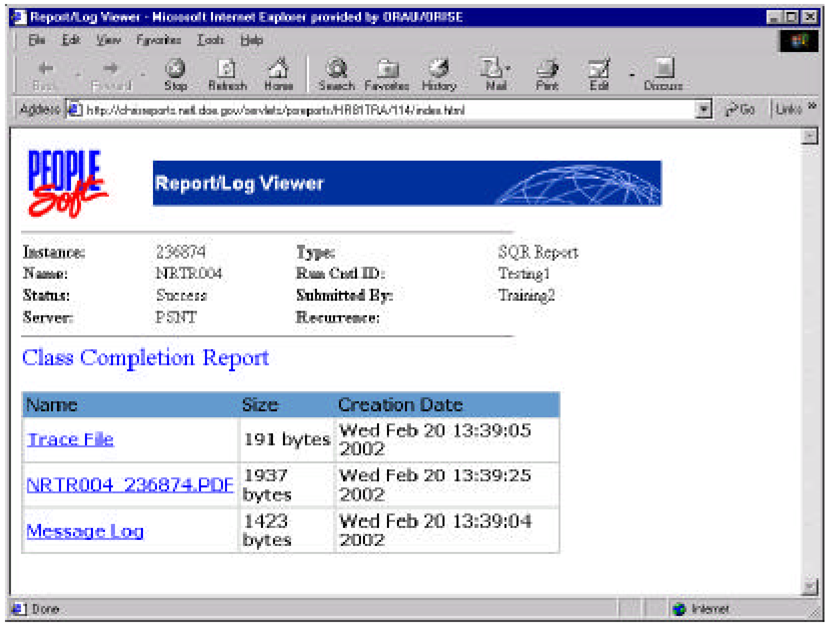


The "Report List" is displayed.

Note: If "Posted" is not displayed in the "Status" field, click the Refresh button until it is displayed.

9. Click on "View" on the line displaying your report.

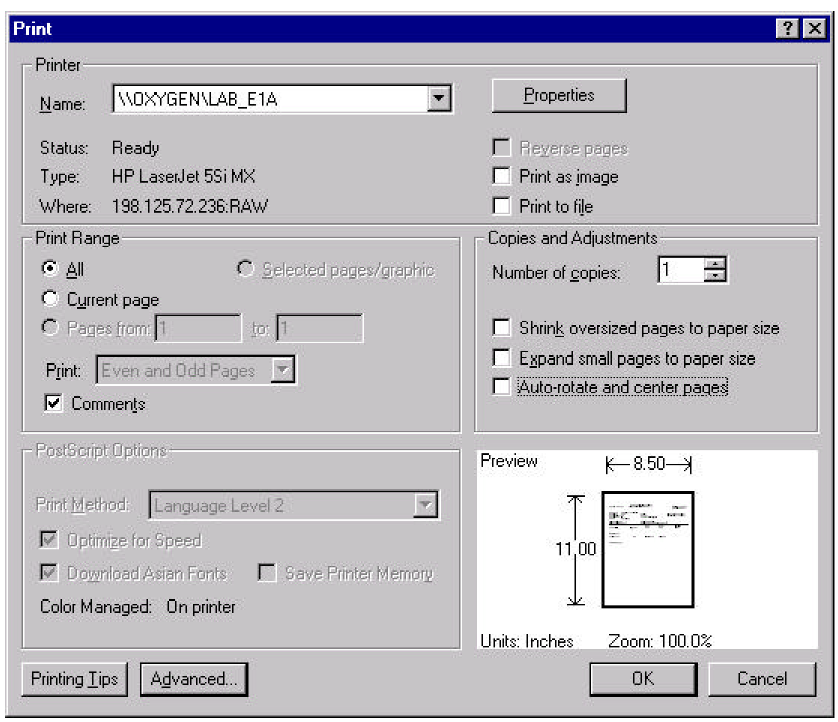
The "Report/Log Viewer" screen is displayed.



10. Click on your report. In the case, this will be "NRTR004 236874.PDF." Your report will be displayed in Acrobat Reader.

11. Click on the printer icon to print your report.

The "print" dialogue box is displayed.



Note: Ensure that there are no boxes checked under the "Copies and Adjustments" section of the dialogue box.

12. Click "OK."

    The report is printed.